

Standing Operating Procedures for Consolidated Property Book Office
Fort Sill, Oklahoma, 73503

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KAREN K. JORDAN

Director, Logistics Readiness Center-Fort Sill

1. Proponent: ASCW-LSI-S-P, Property Book Officer, 580-442-6718.
2. Purpose: To provide all leaders an overview of the logistical requirements which will make them successful in the accountability and visibility of property, focusing their efforts on the key logistical issues that are critical to mission success.
3. Applicability: This standing operating procedure (SOP) will govern supply operations and management guidelines for all property book teams and all units/agencies supported by the Logistics Readiness Center- Fort Sill (LRC-Sill) Consolidated Property Book Office (CPBO).
4. Policies/References:
 - a. AR 25-1, Army Information Technology, 25 June 2013.

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- b. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 9 May 2013.
- c. AR 220-1, Army Unit Status Reporting and Force Registration—Consolidated Policies, 15 April 2010.
- d. AR 700-131, Loan, Lease, and Donation of Army Materiel, 23 August 2004.
- e. AR 708-1, Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment, 5 June 2006.
- f. AR 710-2, Supply Policy below the National Level, 28 March 2008.
- g. AR 725-50, Requisitioning, Receipt, and Issue System, 15 November 1995.
- h. AR 735-5, Property Accountability Policies (RAR 001), 22 August 2013.
- i. AR 750-1, Army Material Maintenance Policy, 12 September 2013.
- j. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 1 November 1998.
- k. DA Pam 25-1-1, Army Information Technology Implementation Instructions, 26 September 2014.
- l. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- m. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures, 30 September 1998.

5. Responsibilities, Duties and Procedures:

- a. Property Book Officer (PBO):
 - (1) Maintains 100% accountability of all property assigned to Fort Sill using approved DA web-based systems, maintain storage location accountability and asset visibility is the automated Global Combat Support System Army (GCSS-Army).
 - (2) Communicates with intent of enforcing property accountability in accordance with (IAW) current regulations.
 - (3) Proponent and systems administrator for GCSS-Army, including interface with other automated systems.

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(4) Provides policies and guidelines for accountability.

(5) Establishes procedures for accountability.

(6) Enforces the freezing of SLOC PHRH account when not in compliance with this SOP.

b. Asset Visibility Cell:

(1) Consolidates all weekly reports to include FLIPLs, Delinquency Reports (DRs), Unit Identification Code (UIC) Crosswalk, and data from the team managers and distributes these reports to the proper personnel.

(2) Researches data for the command.

(3) The asset visibility cell will be structured under the PBO, who submits all requests under each BDE/agency.

(4) Reviews the installation/organization property book consolidated roll-up monthly for any discrepancies to include type authorization codes (TAC), type organizational codes, assets, UICs, Department of Defense activity address codes (DODAAC), authorized level of organization code (ALO), unit descriptions, and roles and responsibilities for the Consolidated Property Book Office (CPBO).

(5) Ensures that property is categorized under Property Book Identifier Code (PBIC)-9 for installation Property, and PBIC-4 for TDA. The authorization block for all hand receipt holders will contain the equipment only TDA number for each property book team.

(6) Monitors and validates all internal/external lateral transfers, Administrative Adjustment Reports (AAR), and asset adjustments in suspense.

c. Primary (SLOC PHRH). The SLOC PHRH is responsible for establishing and maintaining strict accountability for all property under their control. They should always be aware of property coming and going out of the AOR. The SLOC PHRH has command and supervisory responsibility over all property and must ensure the proper care, custody, and safe keeping of all government property. They must ensure the security of all unit property whether it is in storage or in use. They are responsible for the following:

(1) The cyclic/semi-annual inventory is a 10%, 50% or 100% layout of equipment identified each month, quarterly, semi-annually; only the SLOC PHRH will authenticate cyclic, quarterly, semi-annual inventories. Serial numbers profile (SNP)

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updates during the inventory will require a submission of an administrative adjustment report (AAR) with a photo of the item.

(2) The monthly/quarterly sensitive items inventory is a requirement. This requirement cannot be waived and is due on the suspense date noted. The SLOC PHRH may delegate the inventory to be conducted by noncommissioned officers and officers within the command. The same exact individual may not conduct the inventory on consecutive months. Late reports due to this office will require a memo and an endorsement by the next supervisor in the chain of command.

(4) The SLOC PHRH must validate the unit hand receipt at the CPBO office by the prescribed suspense date. The validation ensures that all documents within the last 6 months have been posted accurately.

(5) The SLOC PHRH must digitally sign the Commander's Memorandum from GCSS-A indicating the results of the inventory. All inventories will be posted in GCSS-A by the 20th of each month; and once submitted, it is the unit's responsibility to follow-up with the Property Book Office to ensure that there are no discrepancies. Failure to do so will result with the unit containing an "Active" inventory in GCSS-A; and a delinquent inventory.

(6) Notify and submit documentation to the CPBO team when the unit discovers property in their area of responsibility. The DA Form 2765-1 will be used to post all found on installation (FOI) property and only after specific and thorough research has been conducted through Logistics Information Warehouse (LIW) and GFEBS (General Fund Enterprise Business System) purchase requests (PR).

(7) Provide guidance for establishing supply procedures, conducting supply operations, and safeguarding unit property.

(8) Observe subordinates to ensure that their activities contribute to the proper custody, care, use and safekeeping of all property within the command.

(9) Ensure that all equipment is on valid accountability records.

(10) Ensure that delegation of authority cards DA FORM 1687's are submitted to the CPBO team.

(11) Ensure a copy of the assumption of command orders from the Company Commander/Director of the supported unit or responsibility orders for a SLOC PHRH are submitted to the CPBO team prior to assuming responsibility for property.

(12) Ensure all hand receipts and inventory procedures are followed.

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(13) The SLOC PHRH's (FCOE organizations) will provide an ERC-"A, P" validation Memorandum for Record (MFR) for submission into GCSS-A.

(14) The SLOC PHRH's will provide a signed Equipment Category Code (ECC) Memorandum for Record for submission into GCSS-A.

(15) Use the Storage Location to record acceptance of and responsibility for assigned property and check Storage Location for accuracy.

(16) Must ensure that procedures for storage of property, to preclude damage, theft, and/or pilferage have been incorporated.

(17) Ensure storage location shortage annex are prepared at the unit level and validated for all Bill of Material shortages using DA 2062 IAW DA Pam 710-2-1.

(18) Comply with and/or request stock transfer order directives of excess property book items from the PBO.

(19) Review T-Code ZBOMCHG within GCSS-Army, DA Pam 25-30 or <https://www.logsa.army.mil/etms/online.htm> to ensure the most current related publications and Bill of Materials lists are used during inventories. A copy of this report is required with the submission of month cyclic, sensitive item, and any inventory generated by the PBO.

(20) Use proper procedures in conducting inventories IAW DA Pam 710-2-1, chap 9 and review T-Code ZBOMCHG for updates.

(21) All property should be received and processed at BLDG 2243 Hirsch Road Bay 1; in the event it isn't, immediately send original signed receipt document to the PBO in order to complete the Post Good Receipt of all non-expendable property received.

(22) Ensure all authorized equipment and bill of materials are on-hand or on-order.

d. Appointment as Primary Storage location holder (SLOC Manager): Appointment of a SLOC PHRH will be IAW AR 710-2.

(1) Individuals filling a position designated as "commander" of an MTOE or TDA unit/organization will be the designated SLOC PHRH. Individuals designated, as "commander" will provide a copy of the assumption of command orders, in lieu of an appointment memorandum, to the PBO.

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(2) Upon appointment as a SLOC PHRH by the Director of a TDA organization, a copy of the appointment memorandum will be provided to the PBO. Individuals designated/appointed as TDA Primary Storage location holder will occupy a major TDA paragraph line number (i.e.: 413A 01; 450C 01).

(3) A copy of the assumption of command or appointment memorandum will be filed with the Primary Hand Receipt (PHR). An Assumption of Command will be on unit letterhead and include a statement to this effect: "The undersigned assumes command of (complete unit designation and unit identification code (UIC), effective (time/date)". Parent UIC, SLOC, DODAAC (CLASS of Supply). The signature block will have Name, Grade, Branch, and position (Commanding).

(4) When the appointing authority for TDA/installation SLOC PHRH changes, the incoming appointing authority, is required to provide a new appointment memorandum; and notify CPBO 30 days prior to departure. Commanders or directors who allow a current SLOC PHRH to "clear" without designating a replacement or taking action IAW AR 710-2 and AR 735-5 automatically assume responsibility for property listed on the hand receipt in question.

e. Unit Supply Sergeant/Designated Representative. The Supply Sergeant/representative is directly responsible for the conduct of all unit supply activities. They must be completely familiar with all supply policies, procedures, and publications. Their responsibilities include but are not limited to the following:

(1) Conduct all required prerequisite and NET training to gain access to GCSS-Army. These certificates will be routed through your BN S4s to the S4 Access Administrator for Unit Level Supply Roles. Become proficient in the area of supply and become the principal advisor to the unit commander.

(2) Receive all documents from their CPBO team.

(3) Conduct all transactions for the unit commander/SLOC PHRH.

(4) Receive the inventories from the CPBO team on the first of each month and return a digital signed copy of the cyclic inventory, sensitive items inventory (quarterly-sensitive, if applicable), hand receipt, and Commander's Memorandum to the CPBO team NLT the 25th of each month (unless an extension has been granted-not for sensitive); after posting to GCSS-A (20th of each month). All digital signed inventories may be sent to the CPBO team via email by the suspense date.

(5) Print Inventory Count Sheets (ZMI21)

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(6) Execute the automated inventory counts using SBWP within GCSS-Army. Unit Commanders are still required to conduct the physical inventory IAW AR 710-2 while using procedures outlined in DA Pam 710-2-1.

(7) Enter counts into GCSS-Army SUS: 20th of each month (MI04)

(8) Review count differences (MI20)

(9) Check with CPBO for discrepancies after posting inventories in GCSS-A.
Note: Sensitive items inventory will be conducted IAW regulation.

(10) Assist in monitoring the account. Ensure that all items purchased that require property book accounting are posted on the property book.

(11) Report any FOI property to the CPBO team immediately. The CPBO team will require disposition instructions for all FOI property.

(12) File all supporting documentation in accordance with (IAW) ARIMS.

(13) Ensure the proper care, custody and safekeeping of all government property within their organization/unit.

(14) Ensure the security of all unit property whether it is in storage or in use.

(15) Ensure that all lateral transfers are approved by the Consolidated Property Book Office prior to movement of equipment and unit/agencies signatures IAW AR 710-2 and DA PAM 710-2-1.

f. Individual Soldiers and Civilians. All individuals are responsible for securing, maintaining, and accounting for all property in their possession. Any individual that witnesses any loss, damage, or destroyed property should report the incident to their immediate supervisor for action.

(1) SAAR requests for GCSS-A DD FORM 2875- System access will require the correct information into GCSS-A. The User Name, Position ID, Position Description, Personnel number signed by the Commander or next supervisor. All incomplete submissions will be rejected.

g. Establishment of an Account. The commander/SLOC PHRH must contact the CPBO and provide the following documents in order to initiate a Property book account.

(1) UIC (Parent) and DODAAC (PBO CL VII).

(2) Assumption of Command/SLOC PHRH responsibility orders.

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(3) Delegation of Authority card (DA Form 1687) to sign for and turn-in equipment or Memorandum from SLOC PHRH electing not to designate representatives IAW DA PAM 710-2-1 par 2-32.

(4) Once the account is established the hand receipt holder must use the account within 30 days or it will be deleted.

h. Use of Urgency of Need Designator (UND) and Priority Designators (PD):

(1) Commanders and directors are responsible for determination and assignment of the correct UND and corresponding PD to all requests submitted by SLOC PHRH assigned to their command or directorate. Commanders and directors may delegate, in writing (memorandum, orders or DA Form 1687, Delegation of Authority to Receipt for Supplies, with a copy furnished the CPBO) specific individuals to review and authenticate high-priority requests.

(2) High priority requests (UND A or B) must conform to the criteria in DA Pamphlet 710-2-1.

(3) A short, concise justification is required for high priority requests. The justification is to be legibly entered on the reverse of all copies of the request.

(4) Supply Clerks assigned to the CPBO receiving a high priority request not conforming to these requirements will forward the request to the appropriate Lead Supply Technician for review and action.

(5) Requests not meeting the criteria of DA Pamphlet 710-2-1, or lacking a clear, concise justification can be returned without action by the Lead Supply Technician.

(6) "Hand Carry" requests will be limited to requests with UND "A" and PD "03." Justification must state the supplies are required due to an emergency situation or that they are mission essential to complete a current critical mission requirement. These will only be approved by the SSA Accountable Officer.

i. Delegation of Authority:

(1) All Signature Cards (DA Form 1687) must meet the dual signature requirement, handwritten and digital. Legible photocopies of originally prepared, dual signed, DA Form 1687 are valid for the issue and turn-in of equipment and supplies by the responsible issuing authority, once the authorized representative's identity has been verified by comparing their current U.S. Government identification CAC card with the dual signed DA form 1687. The only personnel authorized to submit requests, receive document numbers for turn-in or receipt of property, and receive/issue general

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distribution and information from/to the Consolidated Property Book Office are the Commanders/SLOC PHRH and those individuals identified on the signature card. Commander/SLOC PHRH should limit the number of personnel authorized to perform these functions.

(2) A SLOC PHRH may designate subordinate individuals within his/her direct line of supervision to request and/or receive supplies from the Consolidated Property Book Office Warehouse (CPBOW). When a SLOC PHRH desires to delegate authority, he/she will use DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies). The completed DA Form 1687, original and 2 copies, will be provided to the CPBO with the appointment as a SLOC PHRH, or assumption of command memorandum. Additions to, or deletions from, DA Form 1687 are the responsibility of the SLOC PHRH. DA Form 1687 will be completed IAW DA Pam 710-2-1.

(3) Organizations with contractors without a Common Access Card (CAC), will prepare a separate DA form 1687 with only hand written signatures. The contractor DA form 1687 will be transmitted via scanned PDF to the supporting CPBO. The DA Form 1687 will be annotated with "CONTRACTOR" in the authorized personnel Block following their name.

(4) GOVERNMENT FURNISHED PROPERTY (GFP): Use of the DA Form 1687 does not apply to GFP. Property included in Annex J (Equipment Annex) of a contract may only be issued using the DD Form 1149, Requisition and Invoice/Shipping Document; DD Form 250, Material Inspection and Receiving Report; or DD Form 1348- 1A, Issue Release/ Receipt Document. (Federal Acquisition Regulation (FAR) Part 45, Government Property; AR 735-5)

(5) Units, organizations or activities conducting business with the CPBO or CPBOW will NOT use DA Form 5977, Authorization Card.

(6) If a SLOC PHRH does not delegate the authority to request and/or receive supplies then only the SLOC PHRH is authorized to submit requests for supplies, receipt for supplies, request adjustment actions, request or receive copies of his/her hand receipt. The DA form 1687 must state "The authority to: Turn-in & receive Class II, IV, and VII equipment.

(7) No supply transactions will be processed by the CPBO or CPBOW when the DA Form 1687 has expired or no DA Form 1687 has been received from a newly appointed SLOC PHRH or commander, or a commander's/HRH declination memorandum is not on file with the CPBO and CPBOW.

(8) UNIT IDENTIFICATION CODE (UIC)/DODAAC: DA Form 1687 will include all UICs associated with the delegation of authority to include parent and derivative UICs and Class VII (PBO) DODAAC.

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j. Fund Certifications:

(1) Management and certification of funds rests with the responsible Budget Office or Funds Manager. The PBO has no authority to control or independently commit funds of customer units, organizations or activities.

(2) Any request for supplies that does not have a Fund Code (FC) or Account Processing Code (APC) entered on the request itself will be not be processed until a FC or APC is placed on the request by the initiating SLOC PHRH.

(3) The initiating SLOC PHRH is responsible for the validity and accuracy of the FC or APC entered on each request. Supply Clerks assigned to the CPBO are only responsible for verifying that the FC or APC provided by the SLOC PHRH is recognized by the automated system when initiating a requisition for supplies.

(4) Questions regarding commitment of funds, funds obligation or funds management are to be directed to the appropriate fund manager located at the unit's resource management office. The CPBO tracks request, receipt, issue, accountability and turn in of supplies or equipment, not funds obligation or commitment.

k. Standard NSN Request:

(1) Items having a standard NSN will be requested using DA Form 2765-1, IAW DA Pam 710-2-1 and Figure 2-2.

(2) The DA Form 2765-1 should be typed to ensure all copies are legible. Hand printed forms must be legible, and prepared in blue or blue black ink. If an entry is required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

(3) Entries identifying the SLOC PHRH on DA 2765-1, in the "request is from" block will be limited to: Unit Designation, POC Telephone Number and PHR assigned by the PBO.

l. Request with Exception Data and Non-Standard NSN Request:

(1) Items having exception data or a non-standard NSN will be requested using DA Form 2765-1 or DD Form 1348-6, IAW DA Pam 710-2-1.

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(2) Document Identifier Code (DIC) use will be IAW DA PAM 710-2-1 provided by AESIP (Army Enterprise Systems Integration Program)/SLAMIS (SSN-LIN Automated Management & Integrating System) request.

(3) Use of DIC "AOE" is restricted to DA Form 2765-1. (Item has a current valid NSN but exception data is entered on the request.)

(a) Additional pertinent data that must be entered on DA Form 2765-1 used as an "AOE" in addition to required entries are:

Block A: Enter the appropriate Supply Support Activity (i.e.: LRC-Sill, RACH)

Block L: Appropriate FC or APC.

Block P: Authorization for the item requested. Attach a copy of the authorization if other than "TDA", "CTA" or "MTOE". Also enter the quantity authorized, the quantity on hand; and the quantity due in.

"AOE" requests should be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or blue black ink. If there is an entry required on the reverse of the form, the entry must be on all copies and it must be legible on all copies.

(b) "High Priority" requests will conform to the requirements of this SOP.

j. Supply Status: Units, activities and organizations supported by the CPBO can request supply status from the CPBO Supply Clerk who maintains their PHR. A valid document number will be required to research the database and provide the requested information.

k. Follow-Up Procedures: System follow-up is an automatic process. Supply status is downloaded from the Supply Support Activity (SSA). Units, activities and organizations authorized to establish and maintain expendable/durable document registers Individuals occupying the position designated by the PBO are responsible for follow-up actions on their delegated document register(s).

l. Cancellation Procedures: SLOC PHRH initiated requests for cancellation, IAW DA Pam 710-2-1, will be submitted to the individuals who are authorized to establish and maintain document registers. Requests for cancellation sent to the CPBO will be in writing using DA Form 2765-1, with a DIC of "AC1" entered in the appropriate blocks.

m. Flags, Guidons, Streamers and Identification Bands: AR 840-10 provides procedures for design, acquisition, supply, maintenance and disposition of these items.

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(1) Prepare requests for Guidons, organizational and institutional flags on DA Form 1348-6 IAW AR 840-10. Attach a colored photo of the flag/guidon stating size, colors, letter sizes and other pertinent data. Use <http://www.heraldry.army.mil/>

(2) For replacement issue, the item must be certified unserviceable by the commander indicating the item has been classified as nonrepairable, unserviceable or not fit for service, "replacement is required due to fair, wear and tear".

(3) Flags and Guidons are accountable property and are not authorized for personal retention or display except as authorized in AR 840-10.

(4) Accountability for foreign national flags is established and maintained using normal hand receipt procedures. Unserviceable foreign national flags are to be disposed of IAW AR 840-10.

(5) Requests for streamers must be accompanied by a copy of Permanent Orders authorizing the streamer(s). When requesting more than 1 streamer, attach a listing of required streamers. <http://www.heraldry.army.mil/>

(6) All forms should be typed to ensure that all copies are legible. Hand-printed forms must be legible, and prepared in blue or blue black ink. If there is an entry required on the reverse of the form, the entry must be on all copies and it must be legible. NOTE: Paragraph 10-1, AR 840-10, states that all flags, guidon and accessories in this regulation will be furnished by the US Army Soldier Systems Command (now the Clothing and Heraldry Office, Philadelphia). In 1996, the Institute of Heraldry requested that a statement be added to AR 710-2 as follows: *If the Army Support Office (now Clothing and Heraldry) cannot provide the flag by the required delivery date, the installation Commander may authorize local purchase.* The Clothing and Heraldry PSID in Philadelphia or The Institute of Heraldry is NOT the approval authority for authorization of local purchase. If the installation Commander determines that the flag may be procured locally, the installation establishes the procedures on type of purchase (e.g., credit card or contract). When AR 840-10 is revised, the above statement will be added to paragraph 10-1. **NOTE: All local purchase requests need to be approved by the BDE S-4 prior to submission to the CPBO.**

m. Loan/Lease Equipment: Army materiel may be loaned to Army activities and other DOD activities for temporary and nonrecurring requirements that support basic functions of the borrowing activity. Examples are field exercises, maneuvers, and training exercises, including annual training of Reserve Components. These loans will be granted to Accountable Property Book Officers only, for up to 1 year, 2 years for historical property. AR 700-131 governs the lease/loan of Army property. AR 710-2 and DA Pam 710-2-1 govern the receipt, accounting and disposition of loan equipment. These loans will be accounted for on the property book as PBIC 6 and will process through the PBO to Tank-automotive and Armaments Command (TACOM) for approval.

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n. Found On Installation (FOI): Upon discovery, all "FOI" property is to be immediately reported to the appropriate AO.

(1) If the unit, activity or organization has a requirement and authorization for the FOI item, take the following actions.

(a) Prepare a DA Form 2765-1 (see ANNEX B) and enter "FOI" in block o or p. If the item is a RICC 2 item, enter "RICC 2" in the "Item Description" block. All forms should be typed to ensure that they are legible.

(b) Forward the completed DA Form 2765-1 to the CPBO for editing. If the PBO determines that the requesting unit, activity or organization is authorized the item, and will not exceed the authorized quantities if the item is retained, a document number will be assigned.

(c) After a document number is assigned to the DA Form 2765-1, the item will be issued to the requesting unit, posted to property records and the appropriate PHR. The issue will be considered Free Issue to the requesting unit, activity or organization. Funds will not be expended on FOI equipment.

(2) If the unit, activity or organization does not have a requirement or authorization for the FOI item, it will take the actions specified in DA Pam 710-2-1.

o. Defense Logistics Agency Disposition Services (DLA Disposition Services):

(1) Withdrawal from, and turn in to DLA Disposition Services is governed by AR 735-5, AR 710-2, and DA Pam 710-2-1.

(2) Units, organizations and activities supported by the CPBO will not request supplies/equipment directly from DLA Disposition Services. All requests for supplies/equipment to be withdrawn from DLA Disposition Services will be processed through the appropriate AO to the SSA that normally supplies the supplies/equipment (i.e., NEC, DPW, MEDDAC, etc.). Units supported by the CPBO will process requests for issue from DLA Disposition Services through normal supply channels. All nonexpendable property will be accounted for on the property record and added to the appropriate PHR. Funds will not be expended on supplies withdrawn from DLA Disposition Services.

(3) To request withdrawal of supplies/equipment from DLA Disposition Services the requesting SLOC PHRH will prepare a DA Form 2765-1 with one of the following statements typed on the reverse of all copies. The commander of the unit or

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organization or director of the activity will authenticate the request by signing above his/her signature block (which is to be typed below the appropriate statement): *"This item will be used for its intended purpose. Property is required to satisfy an authorized requirement."* **or** *"This item will not be used for its intended purpose."*

(4) The statement, *"This item will not be used for its intended purpose."* requires additional justification by the authenticating individual as to why and how the item will not be used for its intended purpose.

(a) DRMS Form 103 will be attached to the completed DA Form 2765-1 and forwarded to the CPBO for review.

(b) Once the CPBO, or the designated representative, has approved the request by signing the DA Form 2765-1, a document number will be assigned. The requesting SLOC PHRH will take the documented DA Form 2765-1, with DRMS Form 103 attached, to the Material Management Unit (MMU), Supply Support Activity. The MMU will prepare and document a DD form 1348-1, Issue Release/Receipt Document.

(c) The MMU will retain copies of the DA Form 2765-1 and DD form 1348-1. The requesting SLOC PHRH will hand-carry the completed forms to DLA Disposition Services (formerly DRMO) to pick up the item(s).

(d) The requesting SLOC PHRH is responsible for ensuring that copies of the completed transaction(s) are returned to both the MMU and the CPBO.

(e) Turn Ins. No items regardless of serviceability will be turned in to DLA Disposition Services (formerly DRMO) directly from the unit, organization (PHR) level. All material will be turned in to the activity responsible for consolidating and reporting excess material. This does not preclude the SSA or PBO from directing the unit/organization to turn in scrap to DLA Disposition Services (formerly DRMO). DA Pam 710-2-1 specifically addresses the turn in of serviceable and unserviceable expendable and durable supplies/equipment to the SSA and DRMS. Units supported by the CPBO will process requests for turn in to the DLA Disposition Services through normal supply channels. Prepare DA Form 1348-1 (Request for turn-in) and DA FORM 2407 (Maintenance Request) IAW DA PAM 710-2-1 par 3-5.

(f) Prior to receiving document numbers from CPBO, customers will comply with the required DEMIL codes listed in AESIP/FEDLOG and have a confirmed appointment email, memo, etc. with DLA. Once the appointment has been confirmed, the DD form 1348-1 will be edited and verified by CPBO, it cannot be altered or changed by the unit or DLA representatives.

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(g) Primary HRH will schedule an appointment with CPBO 5 days prior of turn in date. If all the quantities on the 1348-1 cannot be turned in, this will result in on the whole transaction being cancelled.

(h) Turn in to DLA Disposition Services is not considered an emergency or a priority action.

(i) Requests for a withdrawal from DLA Disposition Services meeting the 5 working day lead time will be authenticated by using the appropriate procedures for a high priority request IAW this SOP.

(j) All forms "should" be typed to ensure that all copies are legible. Hand printed forms must be legible, and prepared in blue or blue black ink. If there is an entry required on the reverse of the form, the entry must be on all copies and it must be legible on all copies

(k) All turn-in documents will be held in suspense and not dropped from the property book until the stamped copy is returned for our records. Turn-in documents need to be sent back to CPBO for posting within 5 (five) days of receipt date. If the copy is not turn-in within 15 working days of the issue document Julian date, the transaction will be cancelled and returned to the main SLOC.

6. Hours of Operation: The Consolidated Property Book Office and Consolidated Property Book Office Warehouse hours of operation are listed below. The hours of operations are established to provide maximum support while ensuring that required administrative tasks involving property accounting are accomplished in a timely, accurate manner. The gates that provide access to the CPBO and CPBOW locations are locked at 1800 each duty day. **Appointments with the Supply Technician managing the primary hand receipt will have to be scheduled for PB transactions.**

a. Consolidated Property Book Office (CPBO):

(1) Monday - Friday, (except for Federal Holidays) 0730 -1130 and 1230 -1600 **SOLDIERS AFTER 0830.** Closed Thursday mornings. Closed 1st working day of the month (Cyclic/Sensitive Inventories).

(2) Appointments will be scheduled to conform to the hours of operation.

(3) All transactions will be processed within 3 days from date of receipt.

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7. Customer Service:

a. Documents dropped off for signature or document numbers will be available for pick up within 3-5 working days. Priority transactions may be processed immediately on a case-by-case basis as directed by the PBO. All improperly prepared documents will be returned immediately to the unit representative for corrective actions.

b. At a minimum, Primary Storage location holders (SLOC PHRHs) will bring the original and three copies of lateral transfers, statements of charges, turn-in and receipt documents (DD FORM 1348-1As) and Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200 with DA Form 7531 FLIPL Checklist) to the CPBO.

8. Inventory Procedures: The commander/SLOC PHRH during the Transition of Authority (TOA) and change of command will be given 30 days to complete the 100% inventory. All CoC briefings will be scheduled during the 1st -5th of each month. The commander/SLOC PHRH must sign the hand receipt on the completion of the change of command not to exceed 30 days. The commander/SLOC PHRH must inventory all major end items by serial number and must sign the hand receipt at the end of the inventory. Inventory counts must be posted in GCSS-A with all discrepancies taken care of before the MAT-SIT HR is printed. Whenever possible notify the CPBO team NLT thirty days prior to the change of command/SLOC PHRH inventory to provide sufficient time to prepare the hand-receipt and to receive the briefing from this office. The only transactions that will be conducted during the CoC are AARs that include NSN and serial numbers changes. Turn-ins will not be allowed during the CoC inventory.

a. Outgoing Commander/Primary Storage location holder (SLOC PHRH) Responsibilities:

(1) Contact the CPBO team immediately upon notification of change of responsibility and CoC/SLOC PHRH briefing.

(2) Conduct pre-inventories to ensure accountability of items.

(3) Close out all open suspense' to include lateral transfers, AARs, etc.

(4) Reconcile all open Purchase Requests and Commitments (PR&C).

(5) Submit material receipt documentation (DD 250) if necessary for property received.

(6) Reconcile all open prime vendor requests.

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(7) Inform the incoming commander/SLOC PHRH of all future shipments of property.

(8) Ensure that all sub-hand receipts have been updated prior to the start of the inventory.

(9) Reconcile sub-hand receipt shortage annexes (Non-expendable, Expendable, and Durable). All shortages have valid document numbers or an S4 stating MFR stating no funds available to order.

b. Incoming Commander/SLOC PHRH Responsibilities:

(1) Physically verify all serial numbers and registration numbers for major end items.

(2) Sign the primary hand receipt once the property book and major end item accountability is obtained.

(3) Outgoing CDR will submit administrative adjustment report (AAR) for minor adjustments of the property book.

(4) Ensure current publications are used to inventory all property book items. Packing lists may also be used to inventory commercial items.

(5) Ensure all excess overage property book items are posted to the hand receipt as FOI IAW AR 710-2.

(6) Ensure all shortages discovered during the inventory are accounted for IAW AR 735-5 and that the outgoing commander/SLOC PHRH initiates the adjustment documents.

9. Command Supply Discipline Program (CSDP):

a. Goals. The program ensures compliance with DA supply policy and procedures and identifies supply problems to permit timely corrective action by the chain of command. The program serves to prevent waste, fraud and abuse by only allowing the procurement of authorized items needed to enhance this mission.

b. Commander's Intent. To ensure Fort Sill establishes a comprehensive CSDP, this program establishes standardized supply discipline and economy procedures for all SLOC PHRHs, sub-hand receipt holders and users. It also provides all units assigned/ attached to Fort Sill with the logistical tools necessary to account for, use and safeguard Army supplies and equipment at all levels. Essential terms for the CSDP are explained as follows:

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(1) Supervisory Personnel: Individuals in a position of responsibility whose duty involves supply operations. Examples are SLOC PHRHs, EPA's-sub-hand receipt holders and users (AR 735-5, Para 11-3a).

(2) Supply Economy: The conservation of material by every individual dealing with Army supplies to ensure that only the proper item in the necessary amount is used to accomplish the task (AR 735-5, Para 11-3b).

(3) Supply Discipline: The compliance with established Department of the Army regulations to effectively administer supply economy. Supply discipline applies to all functions and levels of supply operations as well as to the effective use of supply funds (AR 735-5, Para 11-3c).

c. General:

(1) The goal of the CSDP is to reinforce, support and report on attainment of standards necessary to accomplish Fort Sill's mission. Hand receipt holders are expected to establish procedures and policies that facilitate the maintenance of high supply standards on a daily basis. The CSDP serves to measure the commander's ability to enforce these standards.

(2) The intent of the CSDP is to rate the effectiveness of evaluation programs, teach organizational personnel and ensure regulatory compliance consistency.

(3) The CSDP is designed as the commander's program directed at eliminating noncompliance with supply regulations. It will evaluate all aspects of a US Military that could affect its regulatory compliance and logistic support practices. The CSDP is designed to assist primary and sub-hand receipt holders, making them aware of supply conditions within their areas of responsibility. The CSDP is not intended solely as an inspection program. Responsible personnel are expected to use the program to:

(a) Gain familiarity with establishing policy.

(b) Enforce compliance with policy by sub-hand receipt holders and subordinate personnel at all levels.

(c) Conduct evaluations, a necessary part of the CSDP in order to monitor performance. The findings (problems that exist and the corrective actions required) are presented to the MSC commander(s). The chain of command then takes action to correct any problems.

d. Implementation:

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(1) Each commander will provide the direction necessary to establish and ensure the success of his/her CSDP.

(2) The CSDP will be incorporated into existing resources in the command to avoid redundancy of effort.

(3) Each command will appoint a CSDP coordinator to assist the commander with establishing and monitoring the program.

e. Evaluations:

(1) The purpose of evaluations is to monitor performance, as explained in paragraph B-8 of AR 710-2. The intended result of these evaluations is to present, factually, to the commander what supply problems, if any, exist so the chain of command can initiate prompt corrective action.

(2) The intent of the Requirements Listing is to provide supervisors with a single source of supply policy requirements. This listing is organized into six tables according to the level of responsibility; Tables B-1 through B-6 of AR 710-2 establish the minimum standards.

(3) Each command is required to evaluate the immediate lower level of operation. Further levels of evaluations are as required by the commander.

(4) The frequency of evaluations IAW Table B-7 of AR 710-2 is as follows:

(a) Evaluations at the company level will be conducted by the battalion quarterly or as required subsequent to a change of Primary Storage location holder.

(b) Evaluations at the battalion level will be conducted by the brigade semi-annually or as required subsequent to a change of command. Evaluations at the brigade level will be conducted by the division semi-annually or as required subsequent to a change of command.

(c) Evaluations at the separate brigade or division level will be conducted by the corps or MACOM annually or as required subsequent to a change of command.

(d) There are various organizations within the Army force structure and whenever a unique organizational structure does not fit the prescribed charts in Table B-7, AR 710-2, the evaluation responsibilities then fall on that level immediately higher within the established force structure.

(5) Evaluators will record findings based upon the command developed checklists using the Requirements Listing (Tables B-1 thru B-7, AR 710-2) as a

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baseline. The results of the last evaluation will also be reviewed to determine if past deficiencies have been resolved. Resolved and repeat findings will be noted, though personnel undergoing the evaluation may make on-the-spot corrections.

(6) The organization's supervisor will be briefed on the evaluation findings at the completion of the inspection. During the out-brief, the commander/SLOC PHRH will establish a suspense date for the resolution of each discrepancy.

(7) The commander's chain of command is authorized to grant extensions to the established suspense dates.

(8) In the case of repeated problematic findings, the chain of command will be notified upon completion of the evaluation in order to reestablish compliance.

(9) If major problems or policy questions are surfaced during a CSDP evaluation, they will be elevated through the chain of command to the level capable of resolution.

f. Documentation. Evaluators will provide copies of each CSDP inspection to the organization. The copies will be maintained until the next evaluation is completed. It is the unit commander's responsibility to establish a policy for the development and follow-on execution of the CSDP within the organization.

(1) The CSDP is designed to eliminate noncompliance with supply regulations. It assists the commander in understanding and complying with supply regulations.

(2) The CSDP is not intended to be used solely as an inspection program. Responsible personnel are expected to maximize the use of this program by:

(a) Becoming familiar with established policy.

(b) Enforcing policy compliance by subordinates.

(c) Monitoring performance--evaluations are a necessary part of CSDP. The intent is to present a factual account of supply problems to the unit commander. With this report, prompt corrective action can be initiated if there are discrepancies (use Table B-1 in AR 710-2).

10. Property Book Automated Listings:

a. The SLOC PHRH will sign the hand receipt from the CPBO team upon completion of a change of command/SLOC PHRH inventory and is also required to validate any changes within the hand receipt monthly.

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b. The SLOC PHRH and the CPBO team will each maintain copies of all listings and file them IAW ARIMS. The SLOC PHRH signature, date, and rank are all that is required on the documentation; personnel may not write on the CPBO team file copies.

c. A physical annual inventory is required by commanders/SLOC PHRH IAW AR 710-2. The option to conduct this inventory using the cyclic method to ease the burden of a complete inventory by commanders is determined by the PBO. The cyclic inventory listing is provided for use in the physical inventory of all items listed monthly (10%) and semi-annual for Garrison. Monthly Negative LIN Inventory Reports will still be required to be submitted to the PBO. All inventories are due NLT the 25th of each month. A letter of lateness is required by the higher chain of command/supervisor.

NOTE: Delinquent inventories will result in account being frozen.

d. The sensitive items inventory listing is provided monthly to the hand receipt holder. It is used to conduct the physical inventory of all sensitive items required to be inventoried per AR 710-2.

e. The responsibility to clear a hand receipt account prior to departure from Fort Sill rests with the hand receipt holder and the chain of command. Failure to properly transfer responsibility for a hand receipt account could result in disciplinary action and/or pecuniary liability charges against the commander/SLOC PHRH.

11. Receiving/Ordering Supply Procedures:

a. The designated representative receives all supplies and equipment. The designated representative will complete the following steps to receive and issue property:

(1) Receive, inventory, and document supplies/equipment IAW DA PAM 710-2-1, Para 9-4a.

(2) Post and file the supporting document and property book as applicable.

(3) Notify the requester that the items have been received.

(4) Annotate shortage annexes and other appropriate documents to reflect the issue.

b. Receiving Supplies: The CPBOW is responsible for initial receipt of all supplies arriving at B2243. The CPBOW also has the responsibility to ensure that supplies ordered by the CPBO from various installation SSAs (LRC-Sill, MEDDAC, etc.) are picked up in within 3 working day of being notified, that supplies are ready for issue.

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(1) The Supply Technician will monitor response by the SLOC PHRH to ensure the supplies are picked up with 3 working days from the date of notification. The Supply Technician will provide the PBO with a list of SLOC PHRH's who failed to pick up their supplies within 3 working days.

(2) The CPBO will approve requests for delivery by the CPBOW in advance. Personnel assigned to the CPBOW will not commit CPBO assets until approved by the CPBO.

(3) If equipment is not picked up within the established time frame, the SLOC PHRH may be frozen, the supplies turned in to the SSA as excess or issued to another SLOC PHRH having a valid need on a request that has not yet been entered into the supply system.

c. Request for Issue of Information Technology (IT) Equipment:

(1) Information Technology equipment will be approved by G-6 prior to submitting a request to the CPBO or initiating a local purchase action. This applies to computers (all configurations), software, peripherals, and repair parts. All forms must be legible.

(2) Information Technology equipment is requested IAW AR 25-1, DA Pam 25-1-1.

(3) Hardware that is replacing outdated or obsolete hardware does not require an IT Assessment Worksheet to be submitted with DD Form 1348-6 forwarded to the CPBO.

d. Request for Turn In. The SLOC PHRH will request disposition of excess and unserviceable IT equipment for which he/she is responsible. Disposition may be requested electronically or in writing using FS Form 657, Request for Classification of Excess IT equipment.

(1) Once a FS Form 657, has been processed through the NEC and has been forwarded to the CPBO, the SLOC PHRH may not direct any movement, reutilization or retention of the equipment. The SLOC PHRH will retain the equipment until the PBO provides disposition instructions.

(2) Upon receipt of a FS Form 657 from NEC, CPBO will conduct an edit. All forms must be legible and have all required data fields completed. Illegible or incomplete forms will be returned through NEC to the requesting SLOC PHRH.

(3) The edit will verify the following data using CPBO Property records: Noun; LIN; NSN/MCN; Unit Cost; Serial Number(s); PHR Number and SLOC PHRH.

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(4) Discrepancies between LIN, NSN/MCN, and Serial Number(s), as shown on FS Form 657 and the data listed on property records will be resolved before a Control Number is assigned or disposition instructions issued. Supply Clerks will not make undocumented corrections to data, especially serial numbers, as reported on FS Form 657. Conflicts will be resolved using the information on the equipment data plate, information obtained from the designated ISSO or NEC records. In the event that there is no equipment data plate and no information can be obtained from the designated ISSO or NEC, the PBO may direct return of FS 657 to the requesting SLOC PHRH until all discrepancies are resolved.

(5) When a SLOC PHRH has items of equipment destined for disposal/excess, a DA form 2407 (Maintenance Request) must be prepared for each stock number and the form must accompany the equipment to be turned in. After verification, the CPBO will assign a document number and return the DA form to the SLOC PHRH. All items are required to be clean and properly tagged before acceptance by the CPBO.

(6) Item(s) with missing parts or components must be accompanied by a memorandum listing all missing parts. The memorandum must include a statement explaining the circumstances for the missing parts, publication number in which the missing parts are listed, the stock number, description, unit of issue, and quantity.

(7) Hand receipt adjustments will be made after items are turned in to the CPBO or DLA Disposition Services. A change document (DA Form 3161) will be used to validate the turn in and support the hand receipt change.

e. Request for Lateral Transfer: All lateral transfers between units, activities or organizations supported by the CPBO will be coordinated and approved in advance. A SLOC PHRH is not authorized to request, make or accept any lateral transfer unless approved in advance by the CPBO or his/her designated representative.

f. In the event that equipment is delivered directly to a supported unit, activity or organization, rather than the CPBOW, the receiving unit, activity or organization is responsible for providing all information required to establish property accountability. The information will be given to the CPBO upon receipt or knowledge equipment.
NOTE: Do not received equipment unless the Property Book Office is aware.

g. Equipment in Place: Equipment in place (EIP) is authorized for specific facilities and functional areas and is defined as personal property consisting of capital equipment and other equipment of a moveable nature which is affixed to real property. Such equipment can be removed without reducing the usefulness of the facility.

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h. Real Property: Real property includes buildings, piers, docks, warehouses, utility systems and real estate. This does not include machinery, equipment or fixed signal communications equipment. Real property is issued directly from the DPW Real Property Accountable Officer (AO) to an individual designated as the building responsible officer on a DPW AO PHR.

(1) The individual designated as the building responsible officer submits DA Form 4283, Facilities Engineering Work Request as required. Submit DA Form 4283 through designated unit channels to DPW.

(2) DA Form 4283 should be typed to ensure that all copies are legible. Hand printed forms must be legible on all copies, and prepared in blue or blue black ink.

12. Relief of Property Accountability:

a. All persons entrusted with government property are responsible for its proper use, care, custody and safekeeping.

b. The unit commander will take action IAW AR 735-5 any time property is lost, damaged, or destroyed.

c. Unit members will turn in excess equipment or supplies to the unit supply for proper disposal.

d. Units will follow these procedures any time property is lost, damaged, or destroyed.

(1) The person discovering the loss, damage, or destruction will immediately notify the unit commander/agency.

(2) The unit commander/agency will conduct an informal investigation to determine what course of action (COA) to take.

(3) Based upon the unit commander's/agency decision, the HRH will ensure that all proper documents are prepared for the following reports:

(a) Financial Liability Investigation for Property Loss (FLIPL)

(b) Cash Collection Voucher (CCV)

(c) Statement of Charges

(d) Damage Statements

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e. Financial Liability Investigation of Property Loss (FLIPL) Initiation Process (Chap 13 of AR 735-5):

(1) The SLOC PHRH will initiate an investigation when any of the mandatory requirements listed in paragraph 13-2 of AR 735-5 apply. The commander/agency will initiate this process within 15 days upon the discovery of loss or damage.

(2) The SLOC PHRH immediately prepares the original DD Form 200, A DA Form 7531 and Letter of lateness will accompany the FLIPL when it applies IAW AR 735-5. The original packet will be turned-in to CPBO

(3) The SLOC PHRH receives an Inquiry Investigation Number from the agency controlling the survey register (i.e., TRADOC Command, Brigade S4, Battalion S4, Approving Authority, etc.). **NOTE: The CPBO will not take any DD 200 unless it has processed through the Brigade S4. All corrections/modifications to DD 200 will also be routed back through the Brigade S4 and then back to CPBO.**

(4) All Garrison agencies will receive the Inquiry Investigative Number (Block 2) from CPBO. CPBO will review the DD Form 200 for accuracy and correctness. The Garrison Commander will act as the Approving and Appointing Authority unless designated and pursuant to AR 735-5, para 13-17(b).

(5) The property book team will provide a document number for the SLOC PHRH TRADOC/Garrison and decrease all items.

(6) The unit must submit a copy of the completed investigation (FLIPL) to CPBO once it is closed.

(7) The decision to direct an AR 15-6 of property worth is within the discretion of the Appointing Authority; it is mandatory for all controlled items with a "C" in the controlled item code system (DA PAM 708-3, para 3-5) and is highly recommended for investigation of property worth over \$100,000. The AR 15-6 investigation is conducted separately from the FLIPL.

f. Statement of Charges/Cash Collection Voucher (DD Form 362) (AR 735-5, Chapter 12):

(1) The SLOC PHRH or designated representative prepares the DD Form 362, IAW paragraph 12-2d of AR 735-5.

(2) The SLOC PHRH or designated representative prepares the form. The individual responsible for the property lost or damaged signs and validates the form. The statement of charges is provided to the CPBO team for a document number. The SLOC PHRH or designated representative will then forward the statement of charges to

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the nearest finance office and return the document to the CPBO team for final processing. ARC X, D will be processed with a document number at Unit/BN level.

13. Purchase Request and Commitment (PR&C) (DA Form 3953) Procedures. All sources of supply must be exhausted to include requests through the Supply Support Activity prior to the initiation of a PR&C. The unit must validate and approve the funding for all requirements. The PR&C is processed through the individual unit, the approving authority, the CPBO team, and the Resource Management Office.

a. The individual unit must have a valid property book account in order to process a PR&C.

b. The unit must validate if the supply/service request can be filled or resourced.

c. All PR&Cs for nonexpendable property as deemed by the CPBO team must be shipped to a valid SSA and the individual requesting the property must be on the delegation of authority card (DA Form 1687).

d. The DD Form 250 must be completed by the unit and submitted to the nearest CPBO team.

e. The unit is responsible for closing the processing of the equipment by submitting the DD Form 250. The DD Form 250 is then used to post items or equipment on the unit's property book. The CPBO team will file the DD Form 250 over the original PR&C in the supporting document file. The CPBO team will not support any PR&C requests from units with delinquent hand receipts.

14. New System Fielding, Issue, and Tracing Procedures: All system Program Managers (PM) and vendors must contact the fielding office at Fort Sill to coordinate current and future equipment fielding.

a. The fielding office will review all proposed fielding and develop equipment fielding training and distribution plan. The DSCP (Defense Supply Center Philadelphia) will not process a request for prime vendor services without an authorized CPBO document number. Once DLA has a validated request with a valid document number, they will then execute the request and forward the requirement to prime vendor for shipment and fill.

b. Once the US military unit receives the item requested, the unit will close out the document with the CPBO team. The US military unit will take the receipt of the property to the supporting CPBO team and close out the document from the suspense file. All nonexpendable items received by the US military units will be posted to the property book. The receiving US military unit will have NLT 15 days to reconcile with the supporting CPBO team upon receipt of the property. The prime vendor will need to

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produce a voucher as a receipt for the item shipped to the US military units. The US military units must reconcile with the supporting CPBO team in order to continue to order through the DLA prime vendor program.

15. Government Purchase Card and General Fund Enterprise Business System (GFEBS) Request:

a. Government Purchase Card (GPC). In accordance with AR 710-2, all purchase receipts/invoices will be furnish to the supporting PBO for screening. The screening is to determine the accounting requirement for the purchased property as nonexpendable, expendable or durable. The PBO must approve purchases on a PR form prior to delivery of the PR form to the cardholder. The Cardholder screens PR forms to ensure PBO approval has been obtained prior to making purchases. Ensures all pilferable, nonexpendable property receipts are provided within five days to establish accountability. GPC is the preferred method of procurement of items when the total amount of the purchase is within the micro-purchase threshold (\$3,500 or less). After the unit/activity's approving official has approved the purchase, the equipment can be purchased with the GPC (GPC purchases can be used any place that takes the Visa credit card). Upon receipt of the equipment, the unit/activity coordinates with the CPBO for the equipment to be picked up on the property book.

b. The GFEBS is used for purchases greater than \$3,500. The unit/activity initiates the PR in GFEBS and establishes the routing. The standard routing of the document shall include the unit/activities approving authority, (CDR, XO, S4, etc.), budget (funds certification and line of accounting), CPBO (verification of authority and approval), Bay 1 ATTN: PBO UIC- Hirsch Road BLDG 2243, Fort Sill, Oklahoma 73503 (unless prior arrangements for a different delivery address have been made with CPBO). Mission and Installation Contracting Command (MICC) will ensure any request for any equipment has a CPBO approval upon receipt of the GFEBS. If the GFEBS request was not routed through CPBO, MICC will "reject" the document. The initiator will receive an automated e-mail message indicating their request was rejected. Once appropriate approval has been received in GFEBS, MICC will process the request. Upon receipt of the equipment, the unit/activity coordinates with the CPBO for the equipment to be picked up on the property book.

16. Warehouse Procedures: The Consolidated Property Book warehouse is responsible for the initial receipt, storage, accountability and issue of supplies and equipment coming into the warehouse designated for established account holders. Only the hand receipt holders and their representatives (designated on DA Form 1687) are authorized to receive or turn-in supplies and equipment at the warehouse.

a. Receipt Procedures:

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(1) Items coming into the warehouse from SSA, UPS, FED-EX and other carriers will be received by Warehouse personnel after an inventory and visual inspection are accomplished. Damaged equipment or other problem areas will be brought to the attention of the PBO.

(2) All incoming items will be recorded on the Warehouse Activities Log. Receipt documents including serial number listing will be forwarded to the appropriate clerk for posting/processing and subsequent issue to the hand receipt holder. **NOTE: Sensitive/control items will be stored in the cage for added security until unit/agency receives items upon verification.**

b. Issue Procedures:

(1) Once the clerk has prepared the issue documents they will notify the hand receipt holder to pick up the equipment at the warehouse within 3 working days of notification, annotate the date/time in the top margin of the issue document, and forward to the warehouse.

(2) Warehouse personnel will annotate the Warehouse Activity Log with the date/time the issue document was received at the warehouse and then attach the issue document to the equipment. The clerk will be notified by warehouse personnel if the equipment is not picked up within the 3-day time period.

(3) Warehouse personnel will verify the identity of persons picking up equipment by checking the appointment orders and DA Form 1687 located in the warehouse files. A joint serial numbered inventory (if applicable) will be conducted and the issuer and receiver will sign the appropriate blocks of the DD Form 250 receipt document to include supply action column, date, printed name and signatures.

(4) The original copy of the DD Form 250 will be forwarded to the clerk with the first copy being provided to the receiver and the second copy being placed in the warehouse files with any other supporting documents. The transaction will be recorded on the Warehouse Activity Log completing the issue. Warehouse personnel will assist with the load out of equipment.

c. Information Technology (IT) Equipment Turn-In Procedures:

(1) The best possible use/reuse of IT equipment is highly encouraged. Lateral transfers should be the first method of getting rid of serviceable excess. Information technology equipment consists of computers, monitors, printers, scanners, and peripheral equipment. It does not include fax machines, phones, radios, televisions, projectors, and audio equipment.

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(2) For turn-in procedures, account holders will electronically submit a FS Form 657 (Request for Classification of Excess IT equipment) to the Network Enterprise Center (NEC). The NEC, with input from the account holder and G-6, will determine if the IT equipment should be turned in to the Defense Logistics Agency (DLA) Disposition Services. NOTE: Instructions on what information is required on the FS Form 657 is on the form itself.

(3) The NEC will annotate a Condition Code on each of the FS Form 657s and send them as e-mail attachments back to the account holder and to a CPBO representative; if not suitable, the IT equipment will be turned in to DLA Disposition Services.

(4) Media clearing, purging, destruction and disposal procedures can be found on the NEC SharePoint site. All computers being turned in DLA Disposition Services must have DLA LABEL 2500 (Certification of Hard Drive Disposition), (see ANNEX B) or: <http://www.dla.mil/officialforms/Pages/formDetail.html?itemIndex=264>), filled out by the organization's Information Assurance Security Officer (IASO) and attached to the top of the computer. All classified labels on the (IT) equipment must be removed by the customer prior to turn-in. Computers slated for DLA Disposition Services can have the hard drives removed, purged, or degaussed. Proper disposition of the hard drives is a customer's responsibility.